Community Leader Guidelines ("Guidelines")

You have been selected to serve as a “community leader” for ISACA, which may include serving as a Topic Leader or as a Topic Moderator on the ISACA.org website. As a Community Leader, you agree to abide by the following Guidelines.

1. **Application of Guidelines**
   As a Community Leader, you will be asked to create, submit and encourage others to create and submit content to the professional networking areas of the ISACA website. You may also be asked to participate on ISACA’s behalf on third-party, interactive websites such as Twitter or Facebook. This policy applies to all Community Leaders and their activities when fulfilling their roles for ISACA. It does not apply to content created or submitted by ISACA employees, who are subject to the ISACA Online Content Guidelines.

2. **Give Your Honest and Truthful Opinions**
   Your statements should reflect your honest and truthful opinions and actual experiences and clearly state that the views expressed are yours alone and do not represent the views of ISACA. That being said, be aware that stating even your honest views about ISACA, its competitors, or its respective industries, may have repercussions to you. Remember that ISACA expects that you refrain from making statements that may be inconsistent with the positive images and/or goodwill with which ISACA wishes to associate. This would likely include linking to, or including content that is sexual, violent, offensive or otherwise inappropriate for the audience for which it was intended.

   If a statement is not your opinion, but rather something that ISACA has asked you to say, this fact should be made clear to your readers.

3. **Only Make Factual Statements That Are Truthful and Can Be Verified**
   Only make a factual statement about a product/service's characteristic or quality which you know for certain is true and can be verified. Remember that even if you don't expressly state a fact, it may be implied, and these Guidelines apply to both express and implied messages. Be especially careful about making any false statements about ISACA members’ companies, or ISACA’s competitors or their products/services. Keep in mind that s ISACA does not support any false or misleading statement or comparison.

   When posting content on third party websites on behalf of ISACA, take particular care to ensure that the content you post is a reflection of ISACA’s principles and values. As a Community Leader, ISACA depends on you to be an ambassador for our organization, not only following these Guidelines, but taking the extra step to think about what is best for ISACA. If you have any concerns about a posting you are planning to make, please contact leaderhelp@isaca.org.

4. **Do Not Disclose Any ISACA Confidential Information**
   If you are in a position whereby you have received information about ISACA, its products or services, or its internal business operations (including financial matters), that is not known by the general public or is subject to a non-disclosure agreement, do not include such information in any of your online postings or submissions. To the extent you have any question whether information is confidential in nature, either contact ISACA directly before disclosing such information or otherwise err on the side of caution and do not disclose it. Please refer all media inquiries regarding ISACA or its products/services to news@isaca.org.
5. **Respect Intellectual Property Rights**

   Intellectual property is the group of legal rights to things people create or invent. Intellectual property rights typically include copyright, trademark, and trade secret rights, as well as the right to use someone's name, likeness, or voice. Examples of materials which include intellectual property rights are those which reproduce or incorporate others' photographs, video, music, trademarks/logos, personal names/likenesses, social media postings, news articles, etc.

   Only use ISACA intellectual property with ISACA’s express permission, and do not alter or modify ISACA intellectual property. Only use intellectual property owned by someone else with express permission from the owner, or when such use is otherwise permitted under the law (such as a "fair use"). Note, a determination that a use is a "fair use" is a legal judgment and should only be made after consultation with the legal department (as appropriate).

   All postings, submissions and content you place on ISACA’s websites, or otherwise as a Topic Leader, should comply with applicable laws.

6. **Get Permission for Promotions or Disclaim ISACA Affiliation**

   There are specific laws that apply to conducting giveaways, contests and promotions. As a Community Leader, you are strictly prohibited from conducting a giveaway or contest. This includes encouraging people to post by offering to give them something of value.

7. **Do Not Send E-mail Messages on ISACA’s Behalf Unless Expressly Requested**

   Unless expressly requested, ISACA does not want you to send any e-mails on its behalf, nor will it provide you any compensation if you do.

8. **Do Not Use the ISACA Website as a Forum to Advertise**

   Unless expressly permitted by ISACA in writing, you may not use the ISACA website as a forum to advertise or promote you or your company, or yours or your company’s products and services. In particular, you may not use your position as a Community Leader to offer your services to others on the ISACA website. You may, of course, respond if expressly requested by another member to provide your services. If you have questions or concerns about how best to respond to an inquiry about your services without violating these Guidelines, please contact kahmer@isaca.org.

9. **You Are Personally Responsible For Your Actions**

   You should know that you may be personally liable under applicable law for your actions with respect to the content you post, which makes following these Guidelines, as well as all other applicable laws, regulations, and other legal authority, particularly important. Furthermore, you should know that ISACA will hold you directly responsible for any claims which arise from your violation of the law, or ISACA’s rights, and by acting as a Topic Leader, you hereby agree to indemnify ISACA, its parents, affiliates, and subsidiaries from any liability which arises out of the foregoing.

10. **We Reserve The Right To Remove Content, or to Ask You To Do So**

    As a Topic Leader, you agree that you will immediately remove any content in topic threads you moderate relating to ISACA, its products or its services, those of its competitors or those associated with ISACA, that ISACA notifies you that it finds objectionable. Even if we do not notify you, we expect that you will promptly remove any content for which you receive a legitimate complaint or which you later become aware may be in violation of the law or otherwise violate third party rights.

    If you have any questions about these Guidelines, please ask. You may contact Kim Ahmer at kahmer@isaca.org.
I agree to adhere to the foregoing Guidelines:

__________________________
Signature

__________________________
Printed Name

__________________________
Date